



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: August 20, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 21, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, September 3, 2015**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE IV (4 pos)	Local Agency Area Engineer Region 1/District 1/Construction Highways Schaumburg
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Attachments  
40410

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Thursday, September 3, 2015, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer IV</b>	<b>Salary Range:</b>	<b>\$5,800 - \$9,230</b>
<b>Position Title:</b>	<b>Local Agency Area Engineer (4 positions)</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW114-23-51-203-00-01</b>	<b>IPR#:</b>	<b>40410</b>

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### Office/Central Bureau/District/Work Address:

Highways/District One/Schaumburg/Bureau of Construction/201 W. Center Court, Schaumburg, IL

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### Description Of Duties:

This position is accountable for an assigned geographical area for the construction supervision of local urban and rural principal arterial and highway improvement projects within the National Highway system to ensure completion within accordance of appropriate plans, specifications and applicable engineering guidelines.

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### Special Qualifications:

#### *The following criteria is required*

- A current Illinois Professional Engineer license
- A valid driver's license
- Passed documentation of Contract Quantities course and successfully completed ICORS training

#### *The following criteria is desired*

- Six to eight years of highway related construction engineering experience
- Minimum three years' experience as a resident engineer
- Strong, proven experience in administration of IDOT construction contracts
- Strong organizational skills and ability to manage multiple contracts
- Strong oral and written communication skills

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### Shift/Remarks:

7:15 am – 3:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	September 30, 2014	<b>POSITION:</b>	Local Agency Area Engineer
<b>APPROVED BY:</b>	Ann Berube	<b>OFFICE/DIVISION:</b>	Highways/District One/Schaumburg/ Bureau of Construction
<b>CODE:</b>	PW114-23-51-203-00-01	<b>REPORTS TO:</b>	Local Agency Construction Supervisor

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***Position Purpose***

This position is accountable for an assigned geographical area for the construction supervision of local and urban and rural principal arterial and highway improvement projects within the National Highway System so that they are completed in accordance with appropriate plans, specifications, and applicable guidelines.

***Dimensions***

Annual Contract Values	\$50 million to \$200 million
Number of Projects	40 to 75

***Nature and Scope***

This position reports to the Local Agency Construction Supervisor as do four other Local Agency Area Engineers, two Construction Engineers, and one Bridge Painting Technician.

This position functions in an intensely developed urban and suburban area, characterized by high traffic volumes, rapidly changing land use, a large number of abutting independent local governmental units, the existence of a large, complex, and interconnected system of utility facilities, local highways, streets, and the declining availability of right-of-way, all of which enormously complicate the task of constructing efficient and economical urban highway improvements, which at the same time, meet the demands for safety, mobility, and convenience of the public during construction.

The urban locale of these projects makes traffic interruptions inconvenient, hazardous and politically sensitive. Because of their location, these projects are carefully scrutinized by all facets of the media. Traffic delays, detouring, and the movement of traffic through the construction work zones are problems that occur repeatedly and must be solved promptly.

Construction supervision of these projects is the responsibility of local agencies and their contractual consultants who frequently are not familiar with Federal and State guidelines and require close supervision and proper motivation. Effective performance in this position is further complicated in that local agencies have a proprietary interest in Federal money, which creates adversarial situations in the attempt to apply appropriate guidelines and policies to specific projects. The greatest challenge to this position is to ensure that projects are completed in a timely and effective manner, while optimizing highway safety and traffic movement during construction.

The incumbent is personally responsible for continuously following construction progress and taking action to overcome delays, such as reassignment of construction personnel; recommending deviations from specifications; interpreting plans and specifications to municipalities, consultants and contractor personnel; conducting preconstruction meetings; maintaining close contact with municipal, railroad and utility personnel to ensure uninterrupted implementation of joint ventures; participating with Federal and municipal personnel in

interim and final inspections; and approving final project documentation. In addition, the incumbent performs plan reviews of proposed projects; reviews and recommends approval of contract progress schedules, construction change orders, construction details such as pile lengths, supplemental work agreements, and changes in plans; conducts pre-final and final inspection on completed work and processes the necessary reports for these final activities; coordinates completion of records and documentation of construction projects, enabling the contract to be finalized out within the specified time limit; and accompanies Federal Highway Administration personnel on "in-depth inspections".

Also, the incumbent may coordinate work between the Department and the Illinois State Toll Highway Authority, City of Chicago, Cook County and other Locally Letting Agencies including plan reviews, general construction supervision, review of project documentation, and review of project invoices.

Although the incumbent's actions are governed by Departmental policy plans, specifications, and special provisions, it is expected that considerable engineering judgment will be exercised in applying these guidelines to specific improvement projects.

This position maintains frequent contact with the Bureaus of Local Roads, Design, Materials, Traffic and Maintenance, coordinating the construction operations so as to be compatible with the requirements of the Bureaus. Outside contacts are maintained with various counties, cities, villages, utilities, railroads, and consultants, concerning our construction operations involving these agencies.

The effectiveness of this position is measured by the quality of the completed construction project, the time required to complete the project, and the engineering costs required to complete the work.

### ***Principal Accountabilities***

1. Ensures that construction projects are completed in a timely and efficient manner, and in accordance with governing specifications, plans and special provisions.
2. Ensures that construction proceeds in a manner that balances the demands for high safety, mobility, and convenience to the public.
3. Provides solutions to technical and engineering problems encountered during construction.
4. Ensures continuous coordination among Federal, State, Local Agency, consultant personnel.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.